

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (ISSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization	Name and Title of Counselor		

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)
 Discuss the duties and responsibilities of the Pregnancy/ Postpartum Physical Training (PPPT) Exercise Leaders (ELs)
 Discuss the standards and safety of all Soldiers in the PPPT Program
 Discuss the upcoming training dates

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Exercise Leaders will:

- 1) report for PT 15 minutes before it is to begin
- 2) be prepared and ready to conduct PT for their assigned PT group
- 3) familiarize themselves with the PPPT Program policy memorandum and the Exercise Leader Manual/ training videos
- 4) monitor the safety of all Soldiers in attendance for the Program
- 5) have a written exercise session plan and conduct PT to standard
- 6) complete a 4 week plan for approval and follow the approved plan
- 7) carefully watch and correct performance as required all Soldiers in their assigned PT group
- 8) ensure all Soldiers are in the correct uniform. PTs complete to include PT strap, hat and gloves when required. Soldiers will wear the Army PT uniform until it becomes restrictive, then they may wear appropriate civilian attire.
- 9) ELs will attend initial training sessions before taking the lead of a PT group
- 10) ELs will attend quarterly training session updates (1 hour) as scheduled

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).)

Exercise Leaders will properly plan and conduct PT for their assigned PT group IAW the Exercise Leader manual, USACHPPM TG 255D. ELs will monitor the performance of all Soldiers in the Program to ensure safe participation and reduced risk of injury.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Instructor Trainer (PPPT program coordinator) will ensure ELs receive proper training and all training materials needed to fulfill their duties, and monitor ELs conduct of PPPT.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.